



Tony Evers, Governor
Dawn Crim, Secretary

October 8, 2020

Shane Rolff, Building Inspector
City of Tomah
819 Superior Avenue
Tomah, WI 54660
srolff@tomahonline.com

VIA EMAIL

Re: City of Tomah Jurisdiction Request for Fire Suppression and Fire Alarm Inspection

Dear Shane Rolff,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. §§ 101.02(3) and 101.12(3), I delegate your municipality the primary responsibility to do inspection of all size buildings for fire suppression and fire alarm projects in lieu of the Department.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Provide a monthly report to the Department for all projects completed under this Section, in an electronic-based format.
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification, or the Fire Detection, Prevention, and Suppression Inspector, if applicable, and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary enforcement contact for your municipality is you, Shane Rolff, and that you have the proper certification to do so.

Our commercial building inspector for your area, Bret Radke, at (608) 386-1301, is available to assist in any questions or concerns your municipality may have with implementing these fire suppression and fire alarm services.

The Division of Industry Services looks forward to working with you.

Sincerely,

Michael D. McNally Jr.
Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau
Bret Radke, Commercial Building Inspector, Technical Services Bureau